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Chief, Fiscal Division

AUG 10 1953

Deputy Comptroller

Notice to Individuals of Leave Balances and  
Amounts of Leave to be Used or Forfeited

REF : Your Memorandum of 7 August 1953, same subject.

The procedure proposed in referenced memorandum for  
notifying individuals of their annual and sick leave balances  
and of the hours of annual leave which they must use or  
forfeit by 2 January 1954, is approved.

25X1A9A

TAS/JCS:gmK (10 August 1953)

Distribution:

- Orig & 1 - Addressee
- 1 - Deputy Comptroller
- 1 - TAS Chrono
- 1 - TAS Return ✓

JOB NO. \_\_\_\_\_ SER NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 11 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S (C) RET. JUST. 22  
NEXT REV DATE 09/12/79 REVIEWER 029725 TYPE DOC. 02  
NO. PGS 4 CREATION DATE \_\_\_\_\_ ORG COMP 09 OPL 38 ORG CLASS S  
REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

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